



CITY of LAS VEGAS

Department of Human Resources

OPEN (Job Code Ø8525ØØ80)

CORRECTIONS OFFICER

APPROXIMATE MONTHLY STARTING SALARY: \$4,322

OPENING DATE: August 5, 2008 at 8 a.m.

FILING DEADLINE: September 8, 2008 at 4:30 p.m.

WRITTEN TEST (VIDEO BASED): September 22, 2008 (9/23/08 if needed)

PHYSICAL ABILITY TEST: October 8, 2008 (10/9/08, 10/10/08 if needed)

LAS VEGAS CITY
COUNCIL
MAYOR OSCAR B.
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MAYOR PRO-TEM GARY
REESE
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LOIS TARKANIAN
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RICKI Y. BARLOW
CITY MANAGER
DOUGLAS A. SELBY
DIRECTOR OF
HUMAN RESOURCES
F. CLAUDETTE ENUS

(Please attach a copy of your driver's license to your application)

We are currently recruiting for the position of Corrections Officer. The purpose of this recruitment effort is to establish an eligible list for future job openings. **INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

OUT-OF-STATE APPLICANTS: Out-of-state applicants who meet the minimum qualifications will be scheduled for the Written Examination on 9/22/08 and the Physical Ability Test on 9/23/08.

ACADEMY DATE: The anticipated academy date for those candidates selected for hire is March 2009.

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Equivalent to graduation from high school. One year of work experience, preferably in the field of corrections or law enforcement.

LICENSE AND CERTIFICATE: Possession of an appropriate, valid driver's license on the date of application and maintenance thereafter. Must be twenty-one years of age and a citizen of the United States on the date of application. Possession of Nevada P.O.S.T. category III basic certification, as approved by the department, within one year of the date of hire, and maintenance thereafter. (Please note: P.O.S.T. certification requires qualifying with a firearm at least twice each year.)

SAFETY POSITION EXAMINATION PROCEDURES: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. **CURRENT** city of Las Vegas application forms must be obtained between 8 a.m. and 5 p.m., Monday through Friday on the Second Floor of City Hall, 400 Stewart Avenue or you can download an application from our website, www.lasvegasnevada.gov. All complete **CURRENT** applications received by the filing deadline will be reviewed. *Those applicants meeting the requirements will be invited to participate in a video-based written test, weighted 100%, and a pass/fail physical agility test for placement on an eligible list. Final candidate selection will include list placement, suitability assessment, hiring interview (if applicable) and complete background check. If you are in a reachable group on the list, you may be contacted for an interview and background review. The latter includes a computer check of criminal history and motor vehicle files of every state in which you have resided, and submission to a test utilizing a truth verification device, such as a VSA (voice stress analyzer) or a polygraph. Sensitive and/or confidential aspects of your personal life will be explored during these phases of the process.*

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, *and may be required to demonstrate the ability to perform the physical requirements of the job.*" Some positions may require preliminary background checks.

SEE REVERSE SIDE FOR MORE INFORMATION

CORRECTIONS OFFICER

Job Code 085250080

Duties may include, but are not limited to the following:

ESSENTIAL FUNCTIONS: Conduct routine patrol of detention facilities and grounds to ensure the safety and security of inmates; enforce laws and ordinances pertaining to detention. Supervise inmates during meetings, recreational and visiting periods, mealtimes, work assignments or related activities. Assist with admission and discharge processing; issue clothing and supplies to new inmates, process transfers and arrange transportation to and from court and other corrections facilities; carry a firearm during certain work activities. Conduct visual and physical searches of inmates for contraband, weapons or narcotics; check on the orderliness and sanitary conditions of inmate quarters; arrange for clean up of areas as required. Enforce inmate rules and regulations and apply disciplinary action as required. Prepare routine reports on operations and activities; maintain a variety of logs and ledgers. Maintain inventory records of inmates' possessions; release properties and money as required. Assist with control room operations, answer phones, assist callers with inmate information and answer general inquiries. Monitor fire and safety conditions of the facility; monitor fire alarm panel, video screens and related security equipment. Assist in securing facility during situations of unrest; follow outlined procedures for lockdown; assist with investigating incident and write reports on situation.

You will be evaluated on your:

Knowledge of: Basic methods and procedures of corrections and law enforcement. Basic corrections and law enforcement regulations. Basic first-aid and CPR practices and techniques. Basic self-defense tactics. General laws pertaining to the operation of a correctional facility. Basic report writing techniques.

Ability to: Learn to interpret and enforce laws pertaining to detention and corrections. Learn to interpret and enforce federal, state and local laws and departmental regulations. Learn and administer first-aid and CPR techniques. Learn practices and procedures to be used in emergency situations. Learn public relations practices. Learn to operate a computer. Learn security procedures. Use and properly care for firearms. Observe details accurately, recognize suspicious behavior. Understand and carry out written and oral instructions. Prepare reports. Learn the operation of standard equipment and facilities required in the performance of assigned tasks. Meet the physical requirements established by the department. Communicate clearly and concisely, both orally and in writing. Obtain P.O.S.T. basic certification. Establish and maintain cooperative working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following: subduing resisting individuals; chasing fleeing subjects; running, walking, crouching or crawling during emergency operations; moving equipment and injured/deceased persons; climbing stairs/ladders; performing life-saving and rescue procedures; walking, standing, or sitting for extended periods of time; operating assigned police equipment and vehicles. Effectively deal with personal danger which may include exposure to: armed/dangerous persons; communicable diseases. Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; operating assigned equipment and vehicles. Maintain mental capacity which allows the capability of: exercising sound judgment and rational thinking under dangerous circumstances; evaluate various options and alternatives and choose an appropriate and reasonable course of action; demonstrate intellectual capabilities during training and testing processes.

You will be notified of your placement on the eligible list after the examination process is completed. The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. **To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. A Veteran must have served on active duty during a declared war or conflict in order to receive preference points. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.**

PHYSICAL FITNESS TEST BATTERY STANDARDS

You will be given at least 7-10 minutes to warm up on the day of the testing. The warm up will consist of 2-3 minutes of easy jogging, jumping jacks, squat-thrusts, etc. and 5-7 minutes of stretching for shoulders, back, upper and lower legs.

The Physical Fitness Test Battery itself consists of the following tests and standards:

TEST	STANDARD
Number of Sit-ups in One Minute	15
Number of Push-ups (with no time limit)	18
300 Meter Run	77 seconds
1.5 Mile Run/Walk	17:17 M/S

Sit-Up Test – measures the muscular endurance of the abdominal muscles, which is important for performing tasks that involve the use of force, and helps maintain good posture and minimize lower back problems. Applicant will lie on his/her back, knees bent at a 90° angle, and heels flat on the floor. Hands should be interlocked behind the head, with elbows out to the sides. Evaluator will hold down the feet. Applicant must touch the elbows to the knees and return to the lying position (shoulder blades must touch the floor) before starting the next sit-up.

Push-Up Test – measures the muscular endurance of the upper body muscles in the shoulders, chest, and the back of the upper arms (the extensors), which is important for use of force involving any pushing motion. The applicant will get down on the floor into the front lean and rest position. He/she will lower the body until the upper arms are parallel to the floor and then push up again. The back must be kept straight, and in each extension up, the elbows should lock. Resting in the **up position only** is allowed.

300-Meter Run Test – measures anaerobic capacity, which is important for performing short intense bursts of effort such as foot pursuits, rescues, and use of force situations. Applicant is given one minute to warm up. Applicants then line up on the starting line and given the command “Go”. Applicants should run the distance as fast as possible. Time is kept to the nearest tenth of a second.

1.5 Mile Run/Walk Test – measures cardio respiratory endurance or aerobic power, which is determined by the body’s ability to transport and utilize oxygen to produce energy. This is important for performing tasks involving stamina and endurance (pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems. Applicants should warm up and stretch before the run. Applicants should start at a pace they feel they can sustain for 10-15 minutes (not too fast). Applicants will start from a starting line with a “Go” command. Applicants will complete six laps around the track. Applicant should then cool down by walking for another five minutes or so after completing the run to avoid blood pooling in the legs. Walking will enhance the return of blood to the heart and aid recovery.

**CITY OF LAS VEGAS
DEPARTMENT OF DETENTION AND ENFORCEMENT**

APPLICANT HIRING STANDARDS

The City of Las Vegas Department of Detention and Enforcement adheres to strict hiring policies and will screen out applicants by the following standards:

AGE, EDUCATION AND EXPERIENCE

Pursuant to NAC 289.110, for all commissioned positions (Corrections Officer and Deputy City Marshal), applicant must be 21 years of age and possess a high school diploma or GED at time of application.

For all non-commissioned positions (Corrections Intake Technician, Parking Enforcement Officer, Animal Control Officer, all clerical positions, etc.), possession of a high school diploma or GED is required at time of application.

Termination for cause by another criminal justice agency is disqualifying.

ALCOHOL

Any conviction within the past 12 months is disqualifying, including DUI. Two or more alcohol related incidents in the past 48 months is disqualifying.

CITIZENSHIP

Pursuant to NAC 289.110, the applicant must be a U.S. citizen at time of application.

CONVICTIONS

The City of Las Vegas will be performing extensive background checks on each applicant. Conviction of a crime requiring registration under NRS 207.090 or 207.153 (No Felony Convictions) or NRS 207.152 (Sex Offense) is disqualifying. Conviction of a Gross Misdemeanor and/or two or more misdemeanors, other than traffic offenses, within the last five years is disqualifying. For any position which may be required to carry a firearm, conviction of domestic violence or domestic assault is disqualifying. Other conviction records will be evaluated on an individual basis.

DRIVER'S LICENSE

Each applicant must have a valid driver's license on the date of application. State law requires residents to acquire a Nevada driver's license within 30 days of Nevada residency. Suspensions, revocations or cancellations of driver's license within the last three years will be reviewed on an individual basis.

MARIJUANA, NARCOTICS OR HALLUCINOGENIC DRUGS

Prior to employment, candidates must submit to a hair drug test. A positive drug test for any controlled substance is disqualifying. Use of any controlled substance within five years of the date of the written application is disqualifying. Conviction of the manufacture, distribution, sale, purchase, possession or use of any controlled or dangerous drug within five years of the date of the written application is disqualifying. Controlled or dangerous drugs are categorized as follows:

- Marijuana
- Cocaine
- Amphetamines
- Opiates (including heroin)
- Phencyclidine (PCP)

All positive drug tests are reviewed by a medical review board.

MILITARY

Separation from any branch of the United States Armed Forces under less than "honorable" conditions, or separation honorably from the Armed Forces for reasons of unsuitability or misconduct is disqualifying.

WARRANTS

Two or more unrelated outstanding traffic warrants, excluding parking tickets, in the last two years is disqualifying.

TRUTHFULNESS/INTEGRITY

Any misrepresentations, either intentionally or unintentionally, will be grounds for disqualification. Final applicants will be required to submit to a test using a truth verification device. Any evidence that an applicant has willingly provided false or misleading information during the application and testing process or in his/her written application or background questionnaire, or has cheated during any portion of the testing process, will be grounds for disqualification.

PUNCTUALITY

Reporting for any phase of the testing after the scheduled time is grounds for disqualification.

MISCELLANEOUS

Any stated reason by the applicant which positively indicates he/she cannot do the functions of the position for which he/she applied is grounds for disqualification.

Other factors not cited above may prove to be disqualifying if it is determined to be in the best interest of the City of Las Vegas and the Department of Detention and Enforcement.